



**LANGLEY
POLICY
DIRECTIVE**

**Directive: LAPD 1500.5
Effective Date: May 4, 1999
Expiration Date: May 4, 2004**

**Responsible Office: Capital Investment Planning Office,
Systems Engineering Competency**

SUBJECT: Signs and Directory Boards

1. SUMMARY

This directive sets forth the approval authority and responsibilities for obtaining exterior and interior signs and directory boards.

2. APPROVAL AUTHORITY

a. The Facilities Master Planner, Capital Investment Planning Office (CIPO), Systems Engineering Competency

Design concept, location, and removal of exterior signs, except official traffic control, handicapped parking, and temporary signs (see below for these authorities); and overall management of unified exterior signage system.

b. Office of Safety and Mission Assurance (OSMA)

National standard environmental and safety signs (exterior and interior) and traffic control signs--temporary or permanent.

c. Office of External Affairs

Temporary special events signs.

d. Metals Application Technology Branch, Systems Engineering Competency

Interior room, name, and number signs, and bases for standardizing interior signage.

e. Accessibility Integration Manager, CIPO

Location of handicapped parking and entrance access signs.

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f. Facility Coordinators

Directory boards and letters.

g. Data Analysis and Imaging Branch, Information Systems, Systems Engineering Competency

Consultation, as required, on graphics standards application to exterior and interior signs (this consultation is normally obtained by approval authorities, not initiators).

3. RECISION

LAPD 1500.5, dated June 13, 1994.

Jeremiah F. Creedon
Director